



National Events Committee

# **2009 USA EVENTS MANUAL**

*The purpose of the Manual is only to assist with the planning and hosting of USA National Events and is not an official document.*



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## I. INTRODUCTION

### a. *National Events Committee*

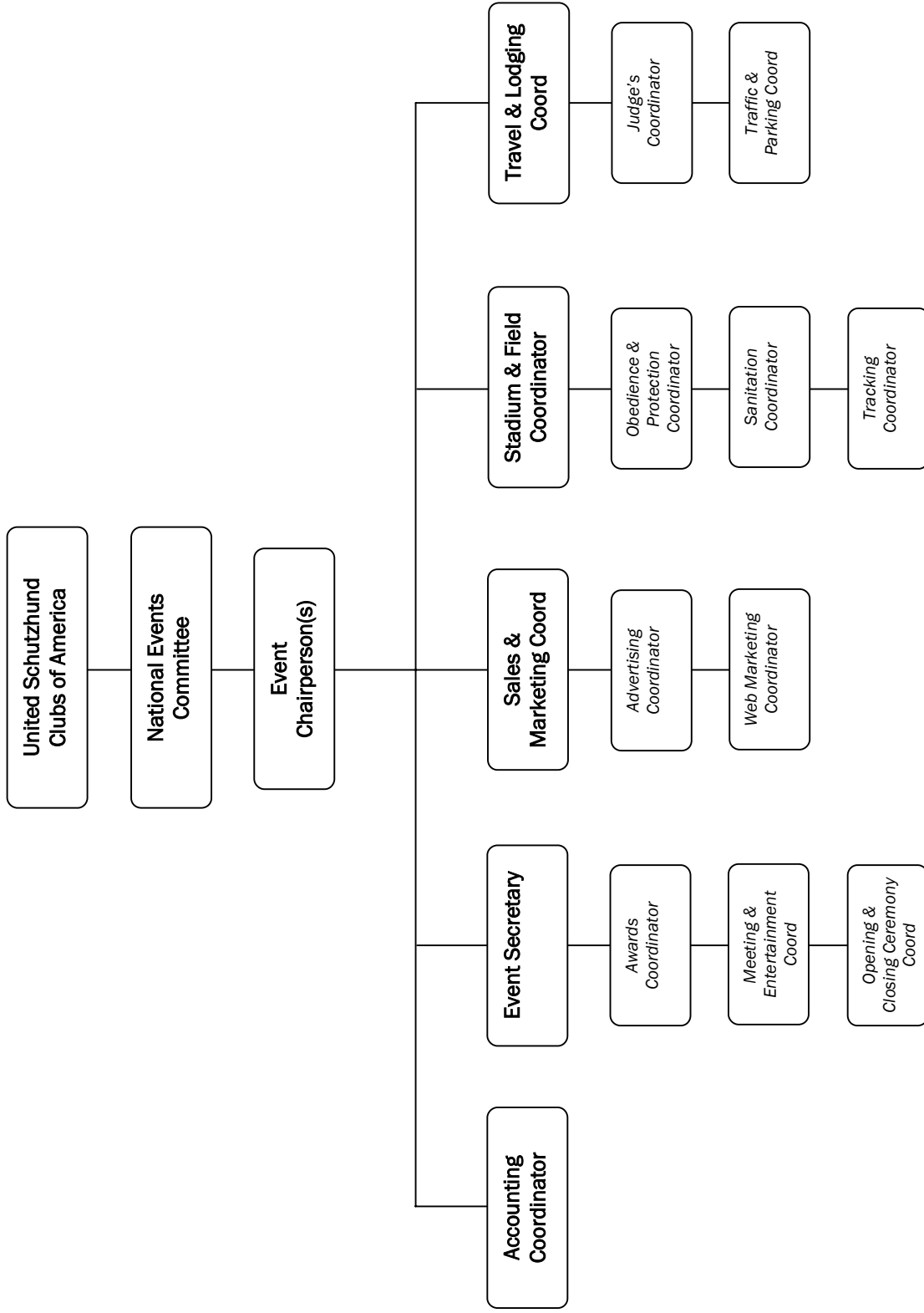
#### 1. About this Manual

- This manual contains rules and policies of USA in hosting a National Event
- It is understood that the Host Club is operating as Host for United Schutzhund Clubs of America in conducting these Events

#### 2. Mission Statement

- Represent United Schutzhund Clubs of America with class and quality
- Provide Competitors with the best Stadiums in the United States
- Provide Competitors with the best Tracking in the United States
- Provide both Spectators and Competitors with a highly organized and friendly experience

b. Working Championship Org Chart



## I. INTRODUCTION

### a. Event Specific Rules & Regulations

#### 1. German Shepherd Dog Schutzhund III National Championship

##### a. Event Date

- i. Last weekend in October or first weekend in November
- ii. Not held on Halloween

##### b. Judges

- i. One (1) Judge per phase (2 USA; 1 SV)

##### c. Event Schedule

###### i. Monday thru Sunday

- A practice field needs to be available with matching blinds, jump, wall, as the Stadium

###### ii. Wednesday

- Practice tracking needs to be available
  - Plan on at least 2.5 acres per dog
- Stadium practice needs to be available
  - Each Competitor will be given the opportunity to practice Obedience and Protection (see Suggested Practice Schedule)
  - An online “sign-up” for practice has proven popular with Competitors
- Helper College (2-5PM)
- Helper Tryouts (7PM)
  - Helper Committee to provide proper procedure on Tryouts.
  - Helper selection done by the Helper Committee. The final four (4) Helpers selected will be reimbursed up to \$500/each for travel expenses. Fees are paid by the Host Club(s) at the end of the Event. This should be a festive, as well as functional, Event. It is an opportunity for Competitors and Spectators to gather prior to competition. It is also an opportunity for the Host Club(s) to raise additional funds by providing dinner (e.g., BBQ style).

###### iii. Thursday

- Practice tracking needs to be available
  - Plan on at least 2.5 acres per dog
- Stadium practice needs to be available
  - Each Competitor will be given the opportunity to practice Obedience and Protection
  - An online “sign-up” for practice has proven popular with Competitors
- General Board Meeting (8AM – 5PM)
- Draw Night (7PM – 10PM)
  - Host Club(s) provide dinner for all guests till 8PM at which time the Competitor Draw will begin. The method to select the start times should be a “bingo” type wheel with balls to insure fairness of draw.

###### iv. Friday | Day 1 – Competition

- Either flights of eight (8) or ten (10); or a one (1) phase per day format is acceptable.

###### v. Saturday | Day 2 – Competition

###### vi. Sunday | Day 3 – Competition

- Trial should conclude by 3PM
- Closing Ceremony (3PM – 4PM)

## 2. USA Working Dog Championship

- a. Event Date
  - i. First or second weekend in May
  - ii. Not held on Mother's Day
- b. Judges
  - i. One (1) Judge per phase (2 USA; 1 SV)
- c. Event Schedule
  - i. Monday thru Sunday
    - A practice field needs to be available with matching blinds, jump, wall, as the Stadium
  - ii. Wednesday
    - Practice tracking needs to be available
      - Plan on at least 2.5 acres per dog
    - Stadium practice needs to be available
      - Each Competitor will be given the opportunity to practice Obedience and Protection (see Suggested Practice Schedule)
      - An online “sign-up” for practice has proven popular with Competitors
    - Draw Night (7PM – 10PM)
      - Host Club(s) provide dinner for all guests till 8PM at which time the Competitor Draw will begin. The method to select the start times should be a “bingo” type wheel with balls to insure fairness of draw.
  - iii. Thursday
    - Helper Tryouts at 7PM
      - Helper Committee to provide proper procedure on Tryouts.
      - Helper selection done by the Helper Committee. The final four (4) Helpers selected will be reimbursed up to \$500/each for travel expenses. Fees are paid by the Host Club(s) at the end of the Event.
      - FH Championship
      - Obedience Championship
    - Practice tracking needs to be available
      - Plan on at least 2.5 acres per dog
    - Stadium practice needs to be available
      - Each Competitor will be given the opportunity to practice Obedience and Protection
      - An online “sign-up” for practice has proven popular with Competitors
  - iv. Friday | Day 1 – Competition
    - SchH 1/2/3 - Either flights of eight (8) or ten (10); or a one (1) phase per day format is acceptable.
  - v. Saturday | Day 2 – Competition
    - SchH 1/2/3
    - Youth Championship
  - vi. Sunday | Day 3 – Competition
    - SchH 1/2/3
    - Youth Championship
    - Trial should conclude by 3PM
    - Closing Ceremony (3PM – 4PM)

## II. EVENT CHAIRPERSON

This person has overall coordinating responsibility for the Event. He/she shall select individuals to assist in conducting the Event and delegate responsibilities to them. He/she shall be the contact person between the local club and the National Events Chairperson or designee. This person should remain at the main venue of the Event and be available at all times during the Event.

- Follow up correspondence to each Judge making travel arrangements and requesting biography for Event Program. Judges may travel with spouse or significant other, be clear as to what expenses you will pay. Introduce the Judges' host or assistant with a brief description of this person and their duties
- Arrange USA Site Inspection with the National Events Chairperson
  - All signed contracts and proof of insurance, including all stipulations, sent to the National Events Chairperson prior to site inspections

### III. EVENT SECRETARY

This person shall handle all the Event-related paperwork for the Event. He/she will prepare all Judge's score sheets, complete all Event reporting forms for USA and be responsible for reporting all current Event results. This person shall assure that the Competitor draw for position is completed equitably and on time. A listing of the draw results shall be made available to all before the start of the Event. This person will provide a convenient place for Judges to complete their paperwork and expedite the reporting of the results at the conclusion of the Event. After each flight of Dogs he/she will complete scorebooks and score sheets with the Judges. The Event Secretary shall establish a closing date for the receipt of entries that allows for the publication of an Event Program that includes pertinent information on all entries. This person shall also develop an Event schedule that allows for the convenient completion of the Event within the allotted time. Scores and/or placements shall be made available on a regular basis on a public scoreboard located in a prominent location. This person shall send confirmation letters to each entrant, verifying information on the entry form and provide information regarding check in times and notice of any changes.

- Entries will be sent to USA office for verification
- All German Shepherd Dogs entering the USA SchH3 Championship, USA Working Dog Championship must be registered with USA
- Bewertungsliste (Score sheet) completed by Event Secretary - instructions included
  - This should be done on a first come basis and used for Event Program order
- Judges score sheets - completed by Event Secretary - instructions included - approved by Director of Judges
- Computer and printer to record flight, draw and scores
- Copy machine to copy of results sheets
- Event name stamp with date and Judges names
- File folders in containers to hold hanging folders for the scorebooks and score sheets to be grouped by flight after draw
- Labels with Competitor name for identifying folders
- Enter flight and draw information
- Print flight and draw sheet after draw - instructions and disk included
- Enter scores in computer after completing paper work - instructions and disk included
- Print updated results sheets for posting in visible location
- Send completed paper work to the USA Office including recording fees
- Fax results to USA Office upon completion of Event

a. *Awards Coordinator*

This person shall be in charge of securing awards for the Event. Awards should be given to at least the first five placements in the trial. This person shall display the awards in a prominent location for all to see and admire. Solicit trophy donations in your advertisements and fliers. Gifts need to be secured for Judges, helpers, tracklayers, secretaries, translators, etc.

- USA Working Dog Championship
  - High scoring – Tracking
  - High scoring – Obedience
  - High scoring – Protection
  - SchH 3; 1st through 10th place (minimum)
  - HOT; 1st – 10th place (minimum)
  - FH Champion; 1st – 5th place (minimum)
  - Youth Champion; 1st – 5th place (minimum)
  - Obedience Champion; 1st – 5th place (minimum)
  - SchH 1 Champion; 1st – 3rd place (minimum)
  - SchH 2 Champion; 1st – 3rd place (minimum)
- SchH3 Championships
  - High scoring – Tracking
  - High scoring – Obedience
  - High scoring – Protection
  - Overall; 1st - 10th place (minimum)
  - Universal Sieger
  - HOT; 1st – 5th place
- Gifts:
  - Judges
  - Tracking Coordinator
  - Track Layers
  - Helpers
  - Trial Secretary
  - Translators
- Many of the vendors will donate gifts or you may negotiate with Event Program ads.
- Display trophies at draw and at show site



*b. Meeting & Entertainment Coordinator*

This person shall be in charge of arrangements for Draw Night. This person shall arrange for the banquet entertainment. This person shall be in charge of the raffle. This person shall be in charge of making available enough quality food and drink to serve the needs of Competitors and spectators. Experience shows that foodservice provides a very large proportion of the total revenue generated at major Events. Particular attention should be given to this area of the preparation. Food for sale should be available during all hours in which an Event is actually being conducted. Attention should be paid to having coffee and snacks available during the early morning hours for both spectators and Competitors.

- Contact USA office regarding the funds set aside to assist in covering the costs of some of these Meetings
- Contract with the hotel or other venue for all Meetings
  - Contract entertainment
  - Ensure payments are made to Vendors (see Accounting Coord)
- Raffle
  - Contact local businesses, vendors and advertisers for raffle item
  - Provide banquet and raffle tickets; determine ticket cost
  - Raffles have generated revenue for the Event and have promoted the donators of these items. Letters should be sent to Dog equipment suppliers and Dog food suppliers requesting raffle donations, which may be traded for advertising in your Event Program
  - All raffle donators should be listed in the Event Program. Items need not be limited to Dog-related items.
  - Check with USA Office for restrictions
- Reserve Meeting Rooms & Space Requirements
  - Check in advance regarding venue's assistance/requirements for space set-up and tear-down
  - SchH3 Championship
    - This Event will host the General Board Meeting to be held Thursday prior to the start of the Event. (USA will be responsible for the meeting room for no more than \$300.00)
    - Contact USA President for time of meeting to be published in Events schedule
    - This meeting room should seat 150 people classroom style and have chairs in the back of the room for guests
    - The head table should be equipped with one to two microphones and podium
    - Podium with microphone facing head table in center aisle
    - Contact Chairpersons of Standing Committees for meeting room requests
- Reserve room for 'Draw Night'
- Equipment List (some or all of the following might be required for meeting rooms):
  - P/A System, Projection equipment, Bingo Wheel with numbered balls for Competitor Draw, Table for trophy display, Table for maps, memorabilia sales (i.e., Event Programs), VIP tables, Room and/or table decorations

c. *Opening & Closing Ceremony Coordinator*

This person shall be responsible for organizing and conducting the opening and closing awards ceremony. The opening ceremony usually includes a welcome speech, the introduction of the Judges and the American National Anthem. The closing ceremony includes flowers, flags, music, and a parade of Competitors and awards. This person shall be responsible for selecting a master of ceremonies, briefing speakers and generally facilitating the ceremony.

- Master of Ceremonies (typically Event Chairperson)
- Entertainment prior to Competitor parade
- Banners
  - Region banners usually passed from one Event to the next
  - Persons to carry banners in front of Dog/handler teams by Region
    - Boy/Girl Scouts
    - Boys/Girls from spectators
    - Region members
- Layout diagram of staging area for Competitors and order
  - American Flag carrier
  - Judges, tracklayers, helpers, other VIPs to follow
  - Line up by Region
  - American National Anthem to be played when all Competitors in place. Other music can be played as group is marching in to stadium
- Podium setup
  - Decorate area with sponsor items, flowers, trophies, American flag
- Staging area for photo shoot with Judges
- Photos to be coordinated with photographer for Schutzhund USA
  - Work with photographer to be readily available to Competitors
- Speech order
  - President
  - Judges
  - Regional Director and/or
  - Event Chairperson
  - Presentation of gifts
- Awards

#### IV. ACCOUNTING COORDINATOR

The Accounting Coordinator is responsible for all aspects of bookkeeping for the Event.

- Responsibilities:
  - Daily money deposits from ticket, raffle, merchandise sales during Event
  - Provides information the Event Chair and Host Club(s) regarding a variety of issues related to budget, accounting records and reports, donations, accounts payable and receivable, general ledger
  - Establishes accounting procedures for Event
    - Accounts payable
      - Venues, supplies, trophy/awards, printing, web, USA fees, Judges fees, SV fees, printing, etc.
    - Accounts receivable
      - Entry fees, donations, advertising, web and venue sales, etc.
  - Banking
    - Analyzes and verifies bank statements, accounts, and records of expenditures and revenues
    - Reconciles, records and makes deposits
  - Bookkeeping
    - Maintenance accounts and records, preparation of financial reporting and analysis of accounting activities.
    - Reviews various accounts to audit their current or overdue status
    - Ensures compliance to USA policy and procedures
  - Fundraising
    - Planning, organizing and executing a fundraising campaign via traditional (sponsorships, advertising, sales) and non-traditional (online donations) methods
    - Assists with determining ticket pricing: Event entry, stadium entry, raffle tickets, food & drink sales, etc.
  - Merchandising
    - Assist Sales & Marketing Coord with reviewing bids, selecting vendors, establishing product pricing, admission and entry fees, collecting daily deposits.
- Recommended Skill Set:
  - Must have track record of taking initiative
  - Strong verbal and written communication skills
  - Extremely detail oriented and organized
  - Solid knowledge of current accounting practice
  - Ability to have respectful communication with a positive attitude
  - PC: Microsoft Excel for Windows XP, Quicken

## V. SALES & MARKETING COORDINATOR

This person shall coordinate with a team of people to handle all aspects of Sales (vendor, advertising, merchandising) and Marketing (logo, website, Event Program, etc.) of the Event.

- SALES
  - Create Agreements
    - Vendor Agreement
    - Advertising Agreement
  - Admission: Paid admission is often charged for access to Stadium activities. Coordinate ticket sales (see Stadium Coord)
    - Competitors
      - Stadium entry – free; include passes in packets
      - Parking – free; include pass in packet
    - Guests & VIP:
      - Stadium entry – free; include passes in packets
      - Parking – free; include pass in packet
      - List might include: Judges, USA Exec Board, USA President, Media, spouses of VIP
    - Volunteer Event Staff
      - Stadium entry – free on volunteer day
      - Provide list for gate/ticket intake
    - Daily money intake totaled and given to Accounting Coord for deposit
  - Merchandising
    - Determine the type of product to be sold (e.g., hats, tees, sweatshirts, Event Program, etc)
      - Obtain three (3) competitive bids for merchandise to be sold
      - Review bids and finalize contract (review with Accounting Coord)
        - Note: USA estimates that merchandise sales average 1.25 pieces per admission
      - Set up contract with printing tee/sweat shirts and/or other memorabilia (review with Accounting Coord and Event Chair)
    - Determine where Sales will occur (i.e., Web? Venue? Hotel?)
    - Determine sale price (see Accounting Coord)
  - Vendor Sales
    - Solicit Vendors to sell at Event
      - Check with USA Office for restrictions/exclusivity agreements with major Sponsors
      - Determine Vendor space sizes and prices (see Accounting Coord)
        - Typical sizes are 10x10 and 10x20
        - Typical prices start at \$150 and \$200
        - Determine if tables and chairs will be included in cost of space rental
        - Check with city in regard to any permits
    - Areas to be designated and sectioned off
      - Coordinate with stadium officials for utility lines
- MARKETING
  - Media participation has potential for generating additional spectators and added revenues for the Host Club(s).
    - News release to local newspapers, television
    - The USA President or Vice-President should be available to greet any Media, explain what is going on and coordinate their requests
    - Provide an Event Program and Stadium Entry/Access pass
  - Logo
    - The logo should be no more than 4-colors (saves on printing costs for merchandising and Event Programs)
    - It should be of professional quality and be representative of the theme of the Event and the Host Club(s)
    - If sent-out out to a graphic artist or firm:
      - There are a number of “quickie” online logo sites that can come up with something for under \$150.
      - Get three (3) price quotes
      - Set clear expectations about the use of the logo (web, shirts, flyers, Event Program, etc.)

a. *Advertising Coordinator*

This person shall oversee the production of an Event Program that contains the names and pertinent information concerning all entrants. The Event Program shall be made available to all persons no later than the time of the drawing for positions. This person shall be responsible for all advertisements and mailings of Event information to all interested persons. The Event flyers should be sent out as early as possible, sixty (60) to ninety (90) days, with as much information as possible. Local merchants, hostelrys and eateries should be contacted and encouraged to support the Event. Send letters explaining the Event and a request for advertising to Dog equipment suppliers, Dog food suppliers, veterinarians, breeders, kennels, clubs, local restaurants and shops. The Event Program should contain listings of local hotels, restaurants, veterinarians and other services as a convenience to the Competitors and spectators. The Event Program shall contain an Event schedule that provides the reader with a draw listing to determine the time that any Competitor will compete in any phase. Advertisements for booths and vendors. This person shall be responsible for advertising the Event. The Internet has become a tremendous advertising source easily accessed.

- Determine the type of advertising to be sold (e.g., print, web, venue)
  - Determine ad space sales prices (see Accounting Coord)
  - Review Agreements for any conflict of interest (see USA regarding any content or sponsorship restrictions)
  - Communicate ad space sold in a timely manner to Sales & Marketing Coord (in order to meet web, print, and vendor deadlines)
- Flyers and WebPages to include:
  - Location of Event
  - Transportation information
  - Entry forms
  - Sieger Show rules
  - Host Hotel
  - Maps
  - Sponsorship, vendor and advertising information
  - Banquet information
  - Raffle information
- Include letters from
  - USA President
  - Regional Director
  - Judges bio with or without photo
  - Optional
    - Governor
    - Mayor
- Prepare advertising
  - *Schutzhund USA*
    - You are allowed free advertising in Schutzhund USA recommend up to two (2) pages
  - *SV Magazine*
    - Advertise the basic information approximately six (6) months prior.
  - Optional
    - Event Program preceding this Event
    - Dog related magazines
    - Local media
    - Flyers and/or posters
    - Vets office
    - Pet Stores
- Entry deadline is 21-days prior to Event
- Advertising deadline is 21-days prior to Event
- Event schedule to include
  - Meeting times and locations
  - Banquet time and location
- Competitor flight schedule
  - Flights of eight (8) or ten (10) Dogs or a one (1) phase per day format is recommended

*b. Web Marketing Coordinator*

The Web Marketing Coordinator is responsible for completing projects and tasks related to the development, maintenance and enhancement of the Event website.

- Design & Development & Implementation
  - Determine look and feel of the Website
    - Have approved by Event Chair
  - Determine budget (domain registration, monthly account fee, software, etc.)
  - Develop Schedule
    - Recommend publishing Site in phases (in addition to ongoing regular updates)
      - Phase I
        - 5-months in advance:
          - Register domain
          - Set-up email accounts
          - Set-up PayPal account (optional)
          - Basic information including: Event dates, location, contact information, travel info (Host Hotel, preferred travel lines, etc), Judge bios
          - Entry form
          - Set-up online “donations” for trophies, track layers, general Event fund, and helpers
      - Phase II
        - 3-months in advance add:
          - Pictures: venue, tracking field, tracking articles, blinds, field layout
          - Forms: Ad & Vendor Agreements
          - Enhance content: local weather during Event, travel info and links, Helper College, Helper Tryout, maps, etc.
          - Online store if selling Event memorabilia (shirts, etc.)
          - Draw Night details
      - Phase III
        - 2-weeks in advance:
          - Practice Schedule requests – email lottery
            - Final Practice Schedule
          - Competitor Roster
          - Competitor Info Packet
- Maintenance
  - Monitor, troubleshoot, and improve Website functionality
  - Weekly basis to get started
  - Daily basis as Event nears
  - Daily basis during Event
- Content
  - Check with USA for any restrictions on content or advertising
  - Develop, write and edit Web site content in conjunction with the Advertising Coordinator
  - Publish PDF files (i.e., entry form, advertising & vendor agreements, Competitor Info pack, etc.)
  - Scores updated during the Event every 3-4 hours (recommended)
  - Email
    - Developing, editing and disseminating e-mail newsletters
    - Respond and/or route email requests for info in a timely manner (within 24-hours recommended)
- Commerce (optional)
  - Develop and maintain an online store of Event memorabilia for sale (i.e., t-shirts, sweatshirts, etc.)
  - Online sales should be set-up with the input of the Accounting Coord
- Recommended Skill-set
  - Knowledge of web site development processes and project management
  - Marketing and web content management experience
  - Copy editing experience
  - Strong analytical, organizational, and communication skills, as well as a willingness to resolve technical issues
  - Strong working knowledge of PC applications (Windows, MS Office, Adobe Acrobat, Photoshop, FrontPage), HTML, DHTML, and JavaScript desired

## VI. STADIUM & FIELD COORDINATOR

This person should assure that all permits are obtained for access to the venue, responsibility for opening up access to the facilities and closure when activity is completed. Sufficient land is needed for tracking. Criteria in selecting tracking fields should include consistency for all Competitors, quality of the land in terms of cover or plowed ground, proximity to the host accommodations and ease of access for Competitors and spectators. Each phase of the trial (tracking, obedience and protection) should have at least one person assigned as a coordinator. This person should also be available at all times to act as a facilitator in time of need. This person should attend to the needs of the people working to conduct each phase such as transportation, food and shelter from severe weather. The Coordinator should plan the system used for transporting or directing Competitors and spectators to the tracking venues. This person shall secure a stadium for the conduct of the obedience and protection phases. This person should also provide practice areas for Competitors prior to the Event. These areas should be as close to stadium conditions as possible. This person should also provide a public address system adequate to the size of the facility. A master of ceremonies for the announcement of Competitors and general announcements is needed at the stadium facility.

- Tracking field selection
  - Copy of the contract is to be sent to the National Events Committee Chairperson
  - Fields that are consistent
  - SchH3 tracks - 2.5 acres per track
  - FH tracks - 5 acres per track
  - Tracks should be laid out 2 weeks in advance to insure consistency and size
- Stadium selection
  - Secure the stadium for at least two (2) practice days prior to the start of the Event
  - Copy of the contract is to be sent to the National Events Committee Chairperson
  - Football, soccer, or baseball stadium with ample seating
  - Football goal post/soccer goal at one end of the field
  - Areas for vendors
  - Exercise area for Dogs
  - Contract with local food services at the Main Venue
- Tents
  - General locations
    - Information table, Trophy display
  - Sales
- Working trials
  - One if needed for group, Judges and helpers
  - Off immediate field near center
- Coordinate ticket sales (see Sales & Marketing Coord)
  - Admission: Paid admission is often charged for access to Stadium activities. Coordinate ticket sales (see Stadium Coord).
    - Competitors
      - Stadium entry – free; include passes in packets
      - Parking – free; include pass in packet
    - Guests & VIP:
      - Stadium entry – free; include passes in packets
      - Parking – free; include pass in packet
      - List might include: Judges, USA Exec Board, USA President, Media, spouses of VIP
    - Volunteer Event Staff
      - Stadium entry – free on volunteer day
      - Provide list for gate/ticket intake
    - Daily money intake totaled and given to Accounting Coord for deposit
- An Obedience and Protection practice field with matching blinds, jump, goal posts, and wall needs to be available from Monday thru Sunday.

a. *Obedience & Protection Coordinator*

Selection of Coordinator should be one that has had experience in coordinating Regional Events or large trials. Has intermediate knowledge of Obedience & Protection phases.

- Equipment List
  - Dumbbells
    - 2 kg for flat
    - 650-g for jump and wall
    - Dumbbell stand
  - 1-meter jump
    - 1-meter high x 2-meters wide
    - Dimensions are recommended in rule book
  - 6 Ft. Incline wall
    - Dimensions are recommended in rule book
  - 2 Blank guns of .22 caliber
    - Ammunition
  - Flags for long down marks
  - Chair in blind for long down
  - 1 set of 6 blinds
  - 4 slightly used cuffs
  - 4 padded sticks (helpers may use their own)
  - Chairs or bench for group
  - Area for Helpers to change
    - Provide beverages for helpers
  - Public Address System
    - Test prior to Event
    - Announcer
- Football goal post/soccer goal at each end of the field
- Stadium workers
  - Group - 4 people
  - Gun master - 2 people
  - Field set-up/take down - 6 people
  - Extra hands - 4 people
  - Competitor check - 1 person
    - To insure Competitors are ready
  - Secondary Judge
    - Director of Judges makes assignments
    - Checks equipment
    - Tattoo check

*b. Sanitation Coordinator*

This person shall be responsible for assuring that clean and sanitary restrooms are available for Competitors and spectators. Attention should be given to providing exercise areas for Dogs and that cleanup is made regularly. Trash receptacles need to be placed for easy access and they should be dumped regularly. The show grounds and hotel grounds should also be kept clean at all times.

- Main Event Venue
  - Assign groups to pick up trash in stadium throughout day
  - Provide garbage bags if needed
  - Hourly bathroom checks
    - Restock with paper products if needed
- Provide Exercise Area at Stadium
  - Check area frequently and clean
  - Provide equipment to clean area
    - Plastic bag lined buckets
    - Scoopers
- Provide Exercise Area at Hotel
  - Check area frequently and clean
  - Provide equipment to clean area
    - Plastic bag lined buckets
    - Scoopers
- Tracking Fields
  - Provide trash bin
  - Assign group to pick up trash daily
  - Provide “Port-a-Potty”



c. *Tracking Coordinator*

Selection of Coordinator should be one that has had experience in coordinating Regional Events or large trials. Has intermediate experience and knowledge of Tracking phases.

- Communications
  - Two-way radios
  - Six (6) sets
  - Cell phone
- Tracklayers
  - Six (6) people
- Tracking Judges Assistant
  - See Judges Hospitality
  - Coordinate Flight Leaders
  - Check with Event Secretary each day for that days paperwork
  - Supplies for tracking draw order
    - Slips of paper with numbers on
    - Playing cards
  - 10-meter line available
  - Tracking articles
    - Leather
      - Many Events have used Paul Horton for donated articles with logo
    - Carpet
    - Wood
    - Tracking stakes
      - Sponsor may provide
  - Large umbrella, extra gear for Judge
- Provide practice tracking for Competitors
  - Plan on at least 2.5 acres per Dog
- Provide bathroom at trial tracking fields
- Provide coffee & beverages
- Provide light snacks



e. Example of Practice Sessions Schedule

- 4-minutes; 71-dogs

<i>Handler</i>	<i>Start Time Obedience</i>	<i>Start Time Protection</i>
1	7:30 AM	9:30 AM
2	7:34 AM	9:34 AM
3	7:38 AM	9:38 AM
4	7:42 AM	9:42 AM
5	7:46 AM	9:46 AM
6	7:50 AM	9:50 AM
7	7:54 AM	9:54 AM
8	7:58 AM	9:58 AM
9	8:02 AM	10:02 AM
10	8:06 AM	10:06 AM
11	8:10 AM	10:10 AM
12	8:14 AM	10:14 AM
13	8:18 AM	10:18 AM
14	8:22 AM	10:22 AM
15	8:26 AM	10:26 AM
16	8:30 AM	10:30 AM
17	8:34 AM	10:34 AM
18	8:38 AM	10:38 AM
19	8:42 AM	10:42 AM
20	8:46 AM	10:46 AM
21	8:50 AM	10:50 AM
22	8:54 AM	10:54 AM
23	8:58 AM	10:58 AM
24	9:02 AM	11:02 AM
25	9:06 AM	11:06 AM
26	9:10 AM	11:10 AM
27	9:14 AM	11:14 AM
28	9:18 AM	11:18 AM
29	9:22 AM	11:22 AM
30	9:26 AM	11:26 AM
31	11:30 AM	1:30 PM
32	11:34 AM	1:34 PM
33	11:38 AM	1:38 PM
34	11:42 AM	1:42 PM
35	11:46 AM	1:46 PM
36	11:50 AM	1:50 PM
37	11:54 AM	1:54 PM
38	11:58 AM	1:58 PM
39	12:02 PM	2:02 PM
40	12:06 PM	2:06 PM
41	12:10 PM	2:10 PM
42	12:14 PM	2:14 PM
43	12:18 PM	2:18 PM
44	12:22 PM	2:22 PM
45	12:26 PM	2:26 PM
46	12:30 PM	2:30 PM
47	12:34 PM	2:34 PM
48	12:38 PM	2:38 PM
49	12:42 PM	2:42 PM
50	12:46 PM	2:46 PM
51	12:50 PM	2:50 PM
52	12:54 PM	2:54 PM
53	12:58 PM	2:58 PM

<i>Handler</i>	<i>Start Time Obedience</i>	<i>Start Time Protection</i>
54	1:02 PM	3:02 PM
55	1:06 PM	3:06 PM
56	1:10 PM	3:10 PM
57	1:14 PM	3:14 PM
58	1:18 PM	3:18 PM
59	1:22 PM	3:22 PM
60	1:26 PM	3:26 PM
61	3:30 PM	4:14 PM
62	3:34 PM	4:18 PM
63	3:38 PM	4:22 PM
64	3:42 PM	4:26 PM
65	3:46 PM	4:30 PM
66	3:50 PM	4:34 PM
67	3:54 PM	4:38 PM
68	3:58 PM	4:42 PM
69	4:02 PM	4:46 PM
70	4:06 PM	4:50 PM
71	4:10 PM	4:54 PM

e. *Example of Practice Sessions Schedule*

- 5-minutes; 57-dogs

<i>Handler</i>	<i>Start Time Obedience</i>	<i>Start Time Protection</i>	<i>Handler</i>	<i>Start Time Obedience</i>	<i>Start Time Protection</i>
1	7:30 AM	9:30 AM	49	3:30 PM	4:15 PM
2	7:35 AM	9:35 AM	50	3:35 PM	4:20 PM
3	7:40 AM	9:40 AM	51	3:40 PM	4:25 PM
4	7:45 AM	9:45 AM	52	3:45 PM	4:30 PM
5	7:50 AM	9:50 AM	53	3:50 PM	4:35 PM
6	7:55 AM	9:55 AM	54	3:55 PM	4:40 PM
7	8:00 AM	10:00 AM	55	4:00 PM	4:45 PM
8	8:05 AM	10:05 AM	56	4:05 PM	4:50 PM
9	8:10 AM	10:10 AM	57	4:10 PM	4:55 PM
10	8:15 AM	10:15 AM			
11	8:20 AM	10:20 AM			
12	8:25 AM	10:25 AM			
13	8:30 AM	10:30 AM			
14	8:35 AM	10:35 AM			
15	8:40 AM	10:40 AM			
16	8:45 AM	10:45 AM			
17	8:50 AM	10:50 AM			
18	8:55 AM	10:55 AM			
19	9:00 AM	11:00 AM			
20	9:05 AM	11:05 AM			
21	9:10 AM	11:10 AM			
22	9:15 AM	11:15 AM			
23	9:20 AM	11:20 AM			
24	9:25 AM	11:25 AM			
25	11:30 AM	1:30 PM			
26	11:35 AM	1:35 PM			
27	11:40 AM	1:40 PM			
28	11:45 AM	1:45 PM			
29	11:50 AM	1:50 PM			
30	11:55 AM	1:55 PM			
31	12:00 PM	2:00 PM			
32	12:05 PM	2:05 PM			
33	12:10 PM	2:10 PM			
34	12:15 PM	2:15 PM			
35	12:20 PM	2:20 PM			
36	12:25 PM	2:25 PM			
37	12:30 PM	2:30 PM			
38	12:35 PM	2:35 PM			
39	12:40 PM	2:40 PM			
40	12:45 PM	2:45 PM			
41	12:50 PM	2:50 PM			
42	12:55 PM	2:55 PM			
43	1:00 PM	3:00 PM			
44	1:05 PM	3:05 PM			
45	1:10 PM	3:10 PM			
46	1:15 PM	3:15 PM			
47	1:20 PM	3:20 PM			
48	1:25 PM	3:25 PM			

e. *Example of Practice Sessions Schedule*

- 6-minutes; 47-dogs

<i>Handler</i>	<i>Start Time Obedience</i>	<i>Start Time Protection</i>
1	7:30 AM	9:30 AM
2	7:36 AM	9:36 AM
3	7:42 AM	9:42 AM
4	7:48 AM	9:48 AM
5	7:54 AM	9:54 AM
6	8:00 AM	10:00 AM
7	8:06 AM	10:06 AM
8	8:12 AM	10:12 AM
9	8:18 AM	10:18 AM
10	8:24 AM	10:24 AM
11	8:30 AM	10:30 AM
12	8:36 AM	10:36 AM
13	8:42 AM	10:42 AM
14	8:48 AM	10:48 AM
15	8:54 AM	10:54 AM
16	9:00 AM	11:00 AM
17	9:06 AM	11:06 AM
18	9:12 AM	11:12 AM
19	9:18 AM	11:18 AM
20	9:24 AM	11:24 AM
21	11:30 AM	1:30 PM
22	11:36 AM	1:36 PM
23	11:42 AM	1:42 PM
24	11:48 AM	1:48 PM
25	11:54 AM	1:54 PM
26	12:00 PM	2:00 PM
27	12:06 PM	2:06 PM
28	12:12 PM	2:12 PM
29	12:18 PM	2:18 PM
30	12:24 PM	2:24 PM
31	12:30 PM	2:30 PM
32	12:36 PM	2:36 PM
33	12:42 PM	2:42 PM
34	12:48 PM	2:48 PM
35	12:54 PM	2:54 PM
36	1:00 PM	3:00 PM
37	1:06 PM	3:06 PM
38	1:12 PM	3:12 PM
39	1:18 PM	3:18 PM
40	1:24 PM	3:24 PM
41	3:30 PM	4:12 PM
42	3:36 PM	4:18 PM
43	3:42 PM	4:24 PM
44	3:48 PM	4:30 PM
45	3:54 PM	4:36 PM
46	4:00 PM	4:42 PM
47	4:06 PM	4:48 PM

## VII. TRAVEL & LODGING COORDINATOR

This person shall be in charge of coordinating all arrangements with the Host Hotel, Airline travel, and Car Rental agencies that serve the Event. This can also be handled by a Professional Travel Agent/Agency in conjunction with a Travel & Lodging Coord.

- Hotel – Things to consider...
  - The hotel must be willing to accept Dogs for no extra charge or a very small fee.
  - Consider a hotel that can accommodate a large number of people.
  - Inquire about other functions that may be scheduled in that area (or hotel) at the same time.
  - “Off season” may translate into greater savings for the hosting club.
  - Most hotels have conference rates for large groups.
  - The hotel should have conference rooms and banquet facilities able to handle large numbers.
  - A lounge and restaurant should be available at the hotel. Other items to look for are a pool, spa, or gym.
  - Most hotels will offer “comp” rooms for every so many rooms booked for the Event. An average number would be one (1) comp room for every twenty (20) rooms sold. It is possible to get enough comp rooms to cover all the Judges rooms. Negotiate to have the meeting rooms comp'd with a specific number of sleeping rooms sold.
  - The Host Hotel should be able to meet the needs of our organization in terms of food, service, meeting rooms, ease of access, room to exercise Dogs and space for informal group gatherings.
  - Rooms need to be reserved for all Judges.
  - Rooms for USA meetings, both for the Board meeting and individual committees, need to be secured.
  - Depending on the hotel, you may combine the General Board, Draw night(s) and the Executive Boardroom.
  - Do get set up fees included in your contract, so you are aware of all charges.
  - Inquire if there are extra charges for water service or last minute changes such as adding chairs or tables.
  - A large room needs to be reserved for the draw ceremony and an adequate PA system needs to be used.
  - Notify other area hotels of the Event.
  - Local restaurants should also be contacted and lists of dining places should be made available.
  - Contact Group Sales Director
    - Discuss Dog needs:
      - Exercise area, Bathing area, Maintenance of Hotel grounds
  - Block out appropriate amount of rooms (examples):
    - USA Working Dog Championship; 150 rooms
    - SchH3 Championship: 150 rooms
    - Copy of signed contract is to be sent to the National Events Committee Chairperson prior to site inspection
    - Work with hotel on compensatory rooms (average 20:1)
    - Reserve rooms for Judges
  - Hospitality Room
    - Competitors packet
      - Schedule of Events, Maps, Stadium passes, Parking passes, Arm band, Maps (tracking, venue, practice sessions, dining, parks, etc.)
    - Merchandise sales (see Sales & Marketing Coord and Accounting Coord)
- Airline
  - Contact major airlines for best rates
  - Determine “official airline” for the Event
  - Comp tickets are normally 40:1
  - Request ‘site inspection’ tickets for comp tickets in advance
  - If unable to make the 40:1 ratio, normal charge is \$300 for ticket (verify with major carrier)
- Car Rental
  - Contact major airlines for best rates
  - Determine “office” agency for the Event
  - Inquire regarding group discount that can be applied

a. *Judge's Coordinator*

It is important that one or more persons be responsible for the ongoing needs of the Judges during the Event. Transportation is needed not only to and from the airport but during the Event as well. Someone needs to constantly inquire about food and drink needs. Translators should be available at all times for those who need them. Some Judges will travel with their families. This may require someone to escort the family on sightseeing and shopping trips. Food needs of the family also need attention. Check to see that the Judge has all needed clothing items if the weather should make a sudden change during the Event.

- Assist the Event Secretary with paperwork
  - Check with Event Secretary each day/night for the days score sheets
  - Assist with Event Secretary with filling out score sheets and scorebooks
  - Double check to make all areas are signed by appropriate person
- Fees
  - Currently USA Judges receive \$50.00 per working day plus one (1) travel day
  - Provide the same to SV Judges
  - Collect receipts for reimbursements; ensure that Judge(s) receive reimbursement in a timely manner (see Accounting Coord)
- General Support
  - Prepare Event Itinerary (see Event Chairperson, Event Secretary, Travel & Lodging Coord, Stadium & Field Coord)
  - Have interpreter available during Event and after hours
  - Assist with needs of travel companion/spouse as necessary
  - Provide any complimentary items
    - Shirts
    - Hats
    - Banquet tickets (if needed)
    - Admission pass for spouse/family - optional
- Lodging
  - Ensure room(s) reserved and paid for by Travel & Lodging Coord for Judge
  - Make sure Judge is aware of Hotel amenities
- Transportation
  - Ensure air travel has been arranged and paid for
  - Pick up Judge at the airport
  - Coordinate with Judge pick up times for the trial phases

*b. Traffic & Parking Coordinator*

This person shall be responsible for coordinating all traffic and parking at the Event venues. Parking areas for Competitors should be clearly designated and attention should be given to providing shade to vehicles containing Dogs where possible. Traffic control may also be needed at the tracking venues.

- Traffic
  - Signs to be placed on the route to tracking and stadium
    - Placement in prominent locations to assist out-of-town travelers
  - Maps – Accurate & easy access
    - From Airport(s) to Host Hotel
    - From Host Hotel to all practice areas
    - From Host Hotel to competition tracking
    - From Host Hotel to Main Event Venue
    - From Host Hotel to banquet facilities (if banquet held at location other than Host Hotel)
    - Local area
- Parking
  - Secure parking at Main Event Venue for Competitors, VIP, Guests, Volunteer Event Staff
  - Clearly mark parking locations
  - Notify Attendees of any parking fee or off-limit parking areas

